

# GUIDELINES FOR THE INTERVIEWEE

## KUMAR VUPPALA

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**Kumar Vuppala** is best known for his companies particularly Anantha, which came to prominence during his tenure as a value discount retailer in UK. He got married to Sridevi and has two children. He currently works for Anantha, TGC World, Jobtardis. He previously worked as Sr SAP Professional & IT consultant handled Consulting Assignments with BP Plc, Swiss Re, Binzagr ( Unilever Arabia distributor ), U Like Media, Geseco, DVLA -UK ( Govt. Project ) ( through IBM BCS ), Liverpool city council ( LCC – UK ) ( though LogicaCMG – UK ), Eriksson, BBC, Medas, Camelot ( SAP UK ), T-Systems Germany ( T systems Nova ), PWC UK( GFS / Prophet Project, London bridge –UK ), Nestle Vevey ( GLOBE ), Novartis Pharma Basel (PEP), Hilti International /SAP SI, Centrica / British Gas at Basingstoke UK, TNT Express @ Asbey-de-Louch UK, beRUSTed (PWC Global ) now BankONE, CGEY -Germany, JPM Chase Bank, Accucard ( now Lloyds TSB ), ITCC ( A IT & Telecom Company @ Dubai Twin Towers ), Wrigley's – Munich ( Germany), Telsim Mobile now Vodafone Turkey.

Apart from providing Professional Consulting Engagements directly, also provided IT Consulting services as Director / Partner with Various Near - Shore / Offshore companies in UK / USA / India / NL (from 2005 onwards).

### SPECIALTIES

**Kumar Vuppala** - Founder of TomGandhi Consulting, Anantha Limited, Desidukan, 97pstore, 4pound, shop4pound, jobtardis, Hire Extra, guerrillajobs.

More than 30 years extensive experience within IT & media. He is also the Chairman of Anantha Limited, an IT company with offices in UK, India and USA. With revenue streams through services and consulting, he has successfully built up a business and technology team in the UK, starting with two employees and now has over 310 employees operating across two countries.



### Books Of Kumar Vuppala

The Books written by him are nearly 50+ and such important topics which based on ones careers are as given below:

[You Are Unique, Are not Unique?](#)  
[Resume Writing Secrets](#)  
[Seven Deadly Job Hunting Mistakes](#)  
[Resumes and Cover Letters](#)  
[The Job Hunters Handbook](#)  
[Your Basic Guide To Acing Any Job Interview](#)  
[Quick Start Job Guide](#)

## ***Guidelines for the Interviewee***

### **AVOID CRITICISM:**

- \* DO NOT CRITICIZE THE PREVIOUS EMPLOYER OR ANYBODY ELSE
- \* NEGATIVE STATEMENTS ARE LOOKED DOWN UPON.

### **DO NOT FORGET TO THANK THE INTERVIEWERS:**

- \* FOR HAVING SPARED TIME FOR YOU
- \* GRANTING AN INTERVIEW IS INDEED A FAVOUR
- \* ANY QUESTIONS TO SEEK CLARIFICATION REGARDING THE COMPANY PROFILE, SERVICE CONDITIONS ETC
- \* IT WILL NOT ONLY SATISFY YOUR CURIOSITY BUT ALSO GIVE THE INTERVIEWER AN IDEA OF YOUR CONFIDENCE AND INTEREST IN THE ORGANIZATION. BUT ONLY TOWARDS THE END OF **THE INTERVIEW AND WHEN YOU FEEL YOU ARE LIKELY TO GET THE JOB.**

## THE MOST IMPORTANT ASPECT OF INTERVIEWING

- WHAT CAN YOU DO TO SET YOURSELF APART IN YOUR INTERVIEW ?
- **THE MOST IMPORTANT ASPECT OF SUCCESSFUL INTERVIEWING IS NOT YOUR EXPERIENCE, YOUR DEGREE OR YOUR RESUME. THAT'S WHAT GOT YOU THE INTERVIEW.**
- THE KEY TO SUCCESSFUL INTERVIEWING CAN BE SUMMED UP IN ONE WORD: **PASSION.**
- IT'S YOUR PASSION FOR THE JOB THAT WILL SET YOU APART FROM THE CROWD.

# ***Guidelines for the Interviewee***

## **ALL THE QUESTIONS MUST BE CORRECTLY AND COMPLETELY ANSWERED**

**\* SINCE THE PRIMARY AIM OF AN INTERVIEW IS TO EXCHANGE INFORMATION IT SHOULD BE DONE EFFECTIVELY.**

**\* IF THE INTERVIEWEE IS NOT CLEAR ABOUT A SUITABLE ANSWER TO A QUESTION, THERE IS NO HARM IN ADMITTING IT:**

**\* ONE MUST NEVER TRY TO BLUFF. BE HONEST.**

## **BE POLITE**

**\* POLITENESS IS INDISPENSABLE IN EVERY SITUATION.**

## **AVOID TALKING TOO MUCH**

**\* AVOID MAKING BOASTFUL STATEMENTS. THE INTERVIEWER IS INTELLIGENT ENOUGH TO FIND OUT THE INTERVIEWEE'S INTELLIGENCE AND SUITABILITY FOR THE JOB**

## **GUIDELINES FOR THE INTERVIEWEE**

### **➔ BE PREPARED FOR THE INTERVIEW**

- ✓ **JUST AS THE INTERVIEWER HAS TO PLAN OUT THE EVENT IN ADVANCE, SO HAS THE INTERVIEWEE TO BE PREPARED FOR IT. BE PREPARED FOR THE UNEXPECTED**

### **➔ HAVE A PRESENTABLE APPEARANCE**

- ✓ **EVERYBODY APPRECIATES A PLEASANT PERSONALITY.**
- ✓ **AS IN THE CASE OF A PRESENTATION, SO IN AN INTERVIEW, THE CONCERNED PERSON'S APPEARANCE IS A PART OF THE MESSAGE.**

### **➔ SHOW INTEREST BY MAKING EFFECTIVE USE OF BODY LANGUAGE:**

- ✓ **EYE CONTACT WITH THE INTERVIEWER SHOWS, INTERVIEWEE GENUINELY INTERESTED IN THE EVENT AND KEEN TO PARTICIPATE IN IT.**
- ✓ **SIT IN A CORRECT, CONFIDENT POSTURE, STRAIGHT, BALANCED AND NOT STIFF IN THE CHAIR OFFERED.**

## THE SECOND MOST IMPORTANT ASPECT OF INTERVIEWING

📌 ANOTHER KEY ELEMENT TO SUCCESSFUL INTERVIEWING IS YOUR ATTITUDE.

📌 **ATTITUDE IS EVERYTHING** 📌

📌 IF YOU WANT TO RISE ABOVE OTHERS WITH BETTER EXPERIENCE, BETTER GRADES, OR BETTER ANYTHING, YOU WILL NEED TO WORK ON DEVELOPING A HIGHLY POSITIVE WORK ATTITUDE.

📌 **THE WAY MOST EMPLOYERS DIFFERENTIATE AT THE ENTRY LEVEL IS BY CANDIDATES' ATTITUDE AND PASSION TOWARD THE JOB.**

📌 YOUR ATTITUDE AND PASSION IS WHAT RECRUITERS REMEMBER WHEN THE DUST HAS SETTLED AFTER THEY HAVE REVIEWED TEN, TWENTY, OR EVEN ONE HUNDRED CANDIDATES YOU WERE THE ONE WHO WAS SINCERELY WILLING TO PUT FORTH YOUR VERY BEST EFFORT.

**“Be Your Own Sales Man !!”**

**“No Hocus Focus ONLY Focus Focus”**

**“Is There Is Any Quick Fix ? Yes There Is !”**

**“When I Saw Things Clear My Solution Is Near ”**

**“Risk, Challenge Are Brother And Sister. You Cannot Avoid ”**

**“Root Cause Analysis Solution To Solve LIFE Problems Too !!”**

**“Forgive And Ignore Your Enemies But Do Not Forgot Their Names ”**

**“Remove The Fear Of What Others Visualize You After All You Are Merely YOU”**

**“I Do Mistakes Sometimes And If I Am Not Review Then It Is Big Mistake Of Mine”**

**“When I Saw Things Not Happened As I Desired Next Thing Is Change My Desire”**

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